



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157
(800) 803-9202 - (512) 463-6599 - FAX (512) 463-1512
www.license.state.tx.us - education@license.state.tx.us

LICENSED COURT INTERPRETER ORIENTATION COURSE APPLICATION INSTRUCTIONS

PLEASE NOTE:

- The application must be completed and signed by the applicant or authorized designee.
- All information provided must be typed or printed in black ink.

- 1. Business Name** – Enter the business name.
- 2. Mailing Address/Contact Information** – Enter your mailing address and contact information. The address provided may be a post office box and will be used by TDLR to mail correspondence. Provide the contact person's name, telephone number, fax number and email address. The contact person and their email address will be used as a part of the key information required to transact business with TDLR. Email addresses are confidential pursuant to the Texas Public Information Act. The Department will not share it with the public.
- 3. Physical Address** – Enter your physical address. The actual address where your permanent records are kept.
- 4. Course Name** – Enter the name of course name.
- 5. Orientation Curriculum** - Submit a syllabus showing that the course contains the following:
 - Modes of interpreting: sight, simultaneous and consecutive
 - Protocol and skill exercises: sight, simultaneous and consecutive, group discussion and role-playing
 - Ethics: discussion and role playing concerning the Code of Professional Responsibility for Interpreters in the Judiciary
 - Criminal discussion of criminal procedure, cognates and legal terminology
 - TDLR application process and new license designation requirements

NOTE: The orientation course must be at least six hours in length.

Statement of Applicant – Print the applicant or authorized designee's name, and provide signature and date; this person is the responsible party for your program.

**TEXAS DEPARTMENT OF LICENSING AND REGULATION**

P.O. Box 12157 - Austin, Texas 78711-2157
(800) 803-9202 - (512) 463-6599 - FAX (512) 463-1512
www.license.state.tx.us - education@license.state.tx.us

APPLICATION FOR:

**LICENSED COURT INTERPRETER
ORIENTATION COURSE**

PURSUANT TO TITLE 2, GOVERNMENT CODE, CHAPTER 57

DO NOT WRITE ABOVE THIS LINE**THIS FORM MUST BE TYPED OR PRINTED IN BLACK INK****1. Business Name****2. Mailing Address and Contact Information** (USED FOR ALL CORRESPONDENCE)

Number, Street and Apt. No. -OR- PO Box Number

City State Zip Code

Contact Person email Address (johndoe@aol.com for example)

()
Area Code Phone Number Area Code Fax Number**3. Physical Address** (WHERE PERMANENT RECORDS ARE KEPT)

Number, Street and Suite No.

City State Zip Code**4. Course Name****5. Orientation Curriculum**

Attach the course syllabus. The course must include the following:

- Modes of interpreting: Sight, Simultaneous and Consecutive
- Protocol and skill exercises: Sight, Simultaneous and Consecutive, Group Discussion and Role-playing
- Ethics: Discussion and role playing concerning the Code of Professional Responsibility for Interpreters in the Judiciary
- Criminal Discussion of criminal procedure, cognates and legal terminology
- TDLR application process and new license designation requirements

NOTE: The orientation course must be at least six hours in length.**STATEMENT OF APPLICANT**

I certify that I will comply with all applicable provisions of the Government Code, Chapter 57, Licensed Court Interpreters Law; the administrative rules (Texas Administrative Code, Chapter 80); the law of the Texas Department of Licensing & Regulation (Texas Occupations Code, Chapter 51); and the rules of the Texas Department of Licensing & Regulation (Texas Administrative Code, Chapters 59 and 60). I understand that providing false information on this application may result in the revocation of the approval I am requesting and the imposition of administrative penalties.

Printed Name of Authorized Representative

Signature of Authorized Representative

Date